



US Peace Corps Philippines

The United State Peace Corps program in the Philippines seeks qualified candidates for the position of:

TRAINING MANAGER

(Code: TM)

TYPE OF CONTRACT: Personal Services Contract

BASIC FUNCTION OF POSITION:

Under the supervision of the Director of Programming and Training, is responsible for the design and implementation of all Pre-Service and In-Service Training programs within the directions, policies and procedures of Peace Corps/Philippines.

Coordinates the activities of the Training Unit, and supervises its full-time and part-time staff.

Monitors and evaluates training program in general and individual Pre-Service and In-Service Trainings in particular.

Provides timely reports and communications with the Director of Programming and Training and other units to coordinate training with total Peace Corps/Philippines program.

Coordinates the operation of the PC library to ensure provision of appropriate assistance and support to trainees/volunteers and staff in their technical resource needs.

Assures compliance of Peace Corps MS 270 in all facets of Peace Corps/Philippines sponsored training activities and events.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Technical (40%)

1. Serve as the principal advisor to the Director of Programming and Training on all Pre-Service and In-Service Training programs and training interventions for Peace Corps Volunteers.
2. Design and execute training programs in accordance with broad organizational directions and specific regional or programmatic requirements.

3. Serve as advisor to program staff on the feasibility of achieving PST or IST objectives. Design and execute PSTs or ISTs based on specific needs of Volunteers or Trainees as determined collaboratively by the Programming and Training Unit.
4. From the planning phase through to the completion and closure of each training program, serve as the technical advisor to the staff, with responsibility for ensuring that all aspects of the program are successful. This includes the timely provision of material, financial and manpower resources and the timely submission of reports to the parties concerned.
5. Provide technical support to training staff through participation in staff development workshops, lesson critiques, and regular meetings.
6. Provide periodic assessment on the effectiveness of training programs as evidenced by trainee performance and achievement of PST or IST objectives.
7. Develop among the staff the attitude to integrate each and every component of the training in their curriculum. Major components of training include technical, language, culture, safety and security, and personal/health management.
8. Participate in the identification and evaluation of potential training sites. Ensure that all information required to meet contracting procedures and processes are submitted to the appropriate administrative staff at least 60 days before the start of the training program.
9. Maintain an active pool of resource persons for training programs in collaboration with Program staff. This includes identifying technically competent persons and developing and maintaining contact with them. Based on the availability of resource persons, advise the DPT for use at PST or IST.
10. Develop a system during PST for conducting regular reviews (e.g. bi-weekly) of trainee performance and documenting results of reviews for consideration in the swearing-in of trainees.
11. Maintain current information and keep abreast of new training designs, techniques, processes, etc. relative to training program and overall human resource development.
12. Prepares Training Status Report annually in coordination with the other units of PC/P as well as the PST and IST staffs for submission to PC/Washington.
13. Continuously seek new and innovative means of providing quality training for training and Volunteers.

B. Administrative (20%)

1. Participate in the preparation of the IPBS for the Training Unit.
2. Assist the DPT in developing an annual schedule of training activities in accordance with planned organizational goals. Ensure that all appropriate staff are aware of the schedule for overall planning purposes.
3. Assist the DPT in planning all training staff leaves of absence and official travel. A consolidated travel schedule shall be prepared and submitted to the Country Director as needed.
4. Continually monitor Pre-Service and In-Service Trainings budget to ensure that requirements match training budget constraints.
5. Assist in determining salary rates for training staff and make recommendations to DPT and DMO regarding Pre-Service and In-Service Training staff salary adjustments as necessary.
6. Determine books and other materials to be purchased for use by Volunteers and staff through coordination with Programming and Training staff
7. Ensure that communication to the Training Unit is responded to, and verbal or written requests and instructions are acted upon.

C. Personnel (30%)

1. Direct and supervise all training staff, including PST and IST personal services contractors. As a supervisor, conduct performance evaluations of training staff, including PST staff.
2. Interview and select contractual training staff. Recommend to the Country Director the contracting of successful candidates. Ensure that all contracting procedures and processes are completed at least 30 days prior to the start of the training program.
3. Prepares written performance standards for each contractual training staff position and ensure that these standards are met.
4. Ensure that all Pre-Service and In-Service Training staff performs expected work requirements and that all staff work as a team to assist trainees or Volunteers in achieving the goals and objectives of training.
5. Design and conduct refresher workshops for certified language interviewers and manage all proficiency testing procedures including close of service interviews.

D. Others (10%)

1. Attend Key Staff Meetings and report on the activities of the Training Unit on a regular basis.
2. Report to the Director of Programming and Training updates on the language program, including summaries of Volunteer use of Continuing Language Study Program (CLSP) on a quarterly basis.
3. Maintain liaison with the Training Managers and staff of PC/Washington and Language Coordinators of the EMA (Europe, Mediterranean and Asia) region by exchanging communication through electronic mail, temporary duty to other countries, workshop attendance and other opportunities to share training designs, best practices, and materials.
4. Maintain and recommend to the Director of Programming and Training, changes to and compliance with policies and procedures, in the Training Operations Manual.
5. Perform responsibilities of a Duty Officer for Peace Corps/Phils and Pre-Service Training site as needed or as scheduled.
6. Perform other duties as assigned by the Director of Programming and Training.
7. This position may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST training site, or other locations as directed by the Contracting Officer. This position may also be required to courier cash to PC trainees or volunteers, or any parties involved in the Peace Corps events or related activities. This position will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, this position will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer

E. Safety and Security Duties

1. Ensures safety and security competencies are incorporated and actively integrated in PST and IST programs.
2. Evaluates and documents effectiveness of training, including PCV/T progress on safety and security competencies.
3. Working with CD, DPT, relevant RMs/SMs, and SSC, develops, assesses and redesigns competencies and training sessions as required.
4. Ensures that safety and security systems for pre-service training are in place, including evaluation of homestay sites and orientation of host families.

5. Provides training to trainers and other staff, practicum partners, local officials, and PCTs, regarding their roles and responsibilities related to PCV/T safety and security.
6. Acts as duty officer, as needed.
7. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons and articles.

F. Inherent Governmental Function (IGF)

May be designated limited supervisory responsibilities. (As assigned by Country Directors (with the approval of their Regional Directors) and the Deputy Associate Director for Volunteer Support) (See MS 743 and MS 744)

Limited supervisory responsibilities as assigned by Country Directors, with the approval of their Regional Directors and the Deputy Associate Director for Volunteer Support will be limited to supervising other PSCs, not Foreign Service Nationals or U.S. Direct Hire (USDH) staff, after successful completion of training requisite to supervisory duties.

DESIRED QUALIFICATIONS

1. Education:

College degree required, preferably in the areas of human development, education, or training.

Master's degree preferred.

2. Prior Work Experience:

At least five years of progressively responsible involvement in the areas of human development, education or training. At least five years of progressive experience in designing, leading and facilitating trainings of up to 100 participants. Demonstrated experience in the area of adult education. Prior work in the area of volunteer training. Demonstrated experience and passion for work within an intercultural context is required.

3. Post Entry Training:

Overseas Staff Training

4. Language Proficiency:

Level IV proficiency in English.

5. Knowledge:

A thorough knowledge of adult education principles and techniques especially in the areas of technical, language and culture studies including mechanisms for conducting assessments, managing, and evaluating training activities.

6. Abilities and Skills:

Strong organizational and administrative/supervisory skills are also a requirement for this position. The ability to organize, inspire teamwork, and exhibit strong leadership is also very much in order. A strong work ethic, the ability to work without close supervision, and a high order of initiative, energy, and responsibility is also needed.

POSITION ELEMENTS

1. Supervision Received:

Performs independently with a wide range of personal responsibility with some direction from the Director of Programming and Training who serves as his/her supervisor.

2. Available Guidelines:

Peace Corps Pre-Service and In-Service Training designs and broad guidance is available, including standards around Global Learning Competencies (Focus In Train Up; Terminal Learning Objectives; etc) as are copies of training models from past offerings, or other Peace Corps countries. Each of these may require regular modifications to address current project reality.

3. Exercise of Judgment:

Receives general supervision and guidance from the Director of Programming and Training, but is responsible for a wide range of basically independent Pre-Service and In-Service Training designs, scheduling, financial, and personnel decisions.

4. Authority to Make Commitments:

Represents the Peace Corps in a variety of contractual negotiations with regard to both training staff and facilities, and makes decisions in consultation with the Director of Programming and Training.

5. Nature, Level and Purpose of Contracts:

In country, maintains contact with trainees and volunteers to determine the effectiveness of training efforts. Negotiates training contracts with individual trainers, and facilitates negotiations with training site owners. Maintains professional contact with language and culture staff of other Peace Corps countries, and the Regional Training Unit in PC/Washington.

6. Supervision Exercised:

With the Director of Programming and Training, coordinates and supervises a minimum of 15 to a maximum of 35 Filipino and American staff including the Technical Trainers, Language and Culture Facilitators and Instructors, Administrative Coordinator, support staff and others.

7. Time Required to Perform Full Range of Duties: Ninety days

SALARY AND BENEFITS:

- Salary and benefits based on US Embassy Local Compensation Plan
- Bonus of 17.33% of annual basic salary
- Supplemental retirement program, fully funded by Peace Corps
- Medical/Hospital benefits patterned to US Embassy benefits program
- Overseas training opportunities sponsored by Peace Corps

PROCEDURES FOR APPLICATION:

Interested applicants for this position must submit a cover letter and a comprehensive resume (CV) via email, in MS Word or PDF format of not more than 10MB to vacancy@ph.peacecorps.gov.

Position is open until filled. However, only applicants who satisfactorily meet the requirements will be contacted. For any question, please email vacancy@ph.peacecorps.gov.